



APPLICATION PACKET

FOR

**FINANCE DIRECTOR
CITY OF LEBANON**

Enclosures:
Job Advertisement
Job Bulletin
Job Description
City of Lebanon Application

EX081417FI

ADVERTISEMENT

Finance Director CITY OF LEBANON

Salary: \$6,724 - \$8,741 (monthly)

The City of Lebanon seeks a Finance Director who manages the Finance Department using a customer-centric service and support driven focus. The ideal candidate will interact and promote a positive culture through good communication and behavior both internally and with the community at large. Application packets are available online at www.ci.lebanon.or.us, or email at dshimmin@ci.lebanon.or.us or by phone at 541-258-4261. First Review, September 20, 2017, opened until filled. EOE/M/F/H.

86 total words



EXTERNAL RECRUITMENT
JOB #: EX081417FI

FINANCE DIRECTOR CITY OF LEBANON

Salary: \$6,724 - \$8,741 (monthly)

September 20, 2017 (First Review, open until filled)

The City of Lebanon invites you to apply...

POSITION SUMMARY: *Using a customer-centric service and support driven focus, manage the operations of the Finance Department including financial reporting and billing systems, budget development and investments, with accountability for results in terms of costs, personnel and methods. Communicate positively and effectively with the public on financial matters and concerns. The Finance Director holds a critical role, ensuring operational excellence and that all aspects of the department run effectively and cohesively. Serves as a member of the City's management team.*

MANDATORY REQUIREMENTS:

Education & Experience:

1. A bachelor's degree from an accredited university in a related field.
2. Five years experience in Municipal Finance Management/Finance Operations.
3. Experience in reporting requirements for GASB and CAFR.
4. Successful fiscal operations including but not limited to: accounting, reporting, investment management, capital asset management, debt management, budgeting, purchasing, auditing procedures, and personnel supervision.
5. Demonstrated customer service and staff support experience.

Licenses & Certificates:

1. Ability to receive security clearance from the Criminal Justice Information Services within the first 45 days of employment.
2. Possess or obtain a valid Oregon Driver's License within the first 30 days of employment.
3. Possess or obtain a First Aid/CPR certification within the first six month of employment.

DESIRABLE QUALIFICATIONS:

1. Possession of Certified Public Accountant License.
2. Experience managing a public utilities billing operation.

Continued on next page

To Apply: Submit a cover letter, resume, and application to City of Lebanon, Attention: HR Services, 925 Main Street, Lebanon, OR 97355. For application materials, contact dshimmin@ci.lebanon.or.us or call 541-258-4261. EOE/M/F/H.

Recruitment Calendar (Estimated):	Date
Job Announcement	August 14, 2017
Recruitment closes	September 20, 2017
Review and select applicants to interview	September 26, 2017
Meet & Greet top candidates	October 3, 2017
Interview candidates	October 4, 2017
Tentative first day of work	November 1, 2017

Submit completed application materials on or before 5:00 p.m. September 20, 2017, to be included in the first round of application screenings. Position opened until filled.



JOB DESCRIPTION

ORGANIZATION: City of Lebanon

DEPARTMENT: Finance

LOCATION: Lebanon, OR

DATE: August 2017

JOB TITLE: Finance Director

JOB STATUS: Supervisory

FLSA Exempt: Yes

PURPOSE OF POSITION: Using a customer-centric service and support driven focus, manage the operations of the Finance Department including financial reporting and billing systems, budget development and investments, with accountability for results in terms of costs, personnel and methods. Communicate positively and effectively with the public on financial matters and concerns. The Finance Director holds a critical role, ensuring operational excellence and that all aspects of the department run effectively and cohesively. Serves as a member of the City's management team.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

1. Manage and foster a team-oriented approach to customer service and instill an effective customer-centric culture within the department, demonstrating the Finance Department is here collectively to help internal and external customers address their needs.
2. Resolve customer complaints and issues in a positive and service-oriented manner. Promote the Finance Department to the community and within the City as a department of excellence with high standards.
3. Supervise personnel, encourage and promote effective staff development training. Assign and review work. Create a positive work environment based on respect, support, and working together. Administer rewards and discipline, and conduct annual performance evaluations. Promote trust in staff, mentor and foster positive solution-driven ideas, and convey openness and transparent information as a department.
4. Research, evaluate, develop, recommend, and ensure the successful execution of financial policies, procedures, and manuals.
5. Prepare/review monthly statements and reports related to City's financial affairs; provide information and training to employees and City Council on financial issues, budgeting process, etc.
6. Prepare/review end-of-the-year adjusting entries and schedules for annual audit; schedule audit and work with auditors in answering questions, providing necessary information and explaining accounting/financial system; review audit results and implement necessary/recommended internal

controls and/or other revisions.

7. Prepare and administer the City budget in accordance with Oregon municipal finance law. Develop budgeting, accounting, and reporting systems in compliance with professional standards. Prepare initial department budget and oversee the consolidation of departmental budgets into a comprehensive budget for the City, requiring the forecasting of city revenues and expenditures. Ensure a budget document that is easily readable by the general public.
8. Work with Budget Committee in conducting budget hearings and prepare final budget allocation. Arrange for minutes to be recorded and transcribed by department staff. Oversee and ensure Budget Committee membership positions are filled in a timely manner.
9. Manage and monitor approved City budget. Review and approve expenditures. Review progress and make necessary modifications to City budget.
10. Ensure City's cash flow to meet operational needs and maximize interest revenues, including activities such as bond sales, debt financing, etc.; develop/maintain long-term investment strategy for funds.
11. Direct the operation of water and wastewater customer billings, service connections and overall customer service. Resolve utility customer complaints and/or issues. Ensure utility billing service policies that foster trust and provide a supportive environment for staff and customers alike.
12. Regularly attend City Council Meetings and report to City Council as directed by the City Manager.
13. Ensure compliance with and follow all safety rules and procedures established by the City Safety Manual.
14. May perform routine accounting tasks as workload or staffing levels dictate.
15. Maintain professional proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and meeting with others in areas served.
16. Maintain work areas in a clean and orderly manner.
17. Maintain regular job attendance and ensure completion of job duties.
18. Possess and maintain a valid Oregon Driver's License with an acceptable driving record.

MANDATORY REQUIREMENTS:

Education & Experience:

1. A bachelor's degree from an accredited university in a related field.
2. Five years experience in Municipal Finance Management/Finance Operations.
3. Experience in reporting requirements for GASB and CAFR.
4. Successful fiscal operations including but not limited to: accounting, reporting, investment management, capital asset management, debt management, budgeting, purchasing, auditing procedures, and personnel supervision.
5. Demonstrated customer service and staff support experience.

Licenses & Certificates:

1. Ability to receive security clearance from the Criminal Justice Information Services within the first 45 days of employment.
2. Possess or obtain a valid Oregon Driver's License within the first 30 days of employment.
3. Possess or obtain a First Aid/CPR certification within the first six month of employment.

DESIRABLE QUALIFICATIONS:

1. Possession of Certified Public Accountant license.
2. Experience managing a public utilities billing operation.

KNOWLEDGE, SKILLS, AND ABILITIES: The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Principles, practices, and techniques of finance, public administration, and City government.
2. Personnel policies.
3. Budget policies and procedures.
4. Principles and practices of management and supervision.
5. Principles of budget preparation and fiscal accounting.
6. Reporting and disclosure requirements of government entities.

Skill in:

1. Personnel supervision.
2. Planning, coordinating, and managing the operations of the Finance Department to achieve established goals and maximize efficiency.
3. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.
4. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
5. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
6. Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
7. Providing outstanding customer satisfaction (internally and externally).
8. Use of Microsoft Office.

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City professionally and effectively in meetings with others.
3. Establish and maintain effective working relationships.
4. Negotiate effective solutions to complex problems.
5. Handle critical emergency situations in a professional, effective and efficient manner.

PHYSICAL DEMANDS OF POSITION:

1. While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility.
2. Duties involve moving materials weighing up to 10 pounds and infrequently weighing up to 20 pounds.
3. Character and flow of work involve normal mental and visual attention.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work environment is typical of most office environments. Evening meetings and some travel are required.

SUPERVISORY RESPONSIBILITIES: Responsible for 4 to 5 FTE.

SUPERVISION RECEIVED: Works under the direction of the City Manager.



Approved by City Manager:

August 2017



City of Lebanon Employment Application

The City of Lebanon is an equal opportunity employer. Applicants will be considered on an equal basis for all positions without regard to sex, age, race, color, religion, national origin, marital or veteran status, sexual orientation, genetics, disabilities or other protected status or activities in accordance with law.

Please print or type. Complete the entire City Employment Application form and all Supplemental Questions, if applicable. If a question is not applicable, please indicate by typing "N/A." If additional space is needed you may attach an extra sheet. **Resumes will not be accepted without a completed and signed City of Lebanon application.**

APPLICANT DATA

1. Position Applying For 2. Application Date 3. JOB Number

4. Last Name Legal First Name Middle Preferred First Name

5. Are any of your work or education records listed under another name? If so, what name?

6. Blank Space 7. Driver's License Number Issuing State

8. Street Address (number and street) City State ZIP County

9. Mailing Address (if different than street address) Email Address

10. Home Telephone Number Work Telephone Number Message Telephone Number

11. List any family members currently employed by the City. Department they work in.

EDUCATIONAL HISTORY

12. High School diploma or equivalent? ☐ Yes ☐ No Please list your educational history starting with the most recent; include college/university, trade, business, military, etc.

Name and Location of School	Major	Number & Type of Credits/Hours	Degree or Certificate (AA, BS, MA, etc.)	Completed?
		_____ Sem _____ Qtr _____ Clock		Y N
		_____ Sem _____ Qtr _____ Clock		Y N
		_____ Sem _____ Qtr _____ Clock		Y N

SKILLS/CERTIFICATIONS

13. Please list any special skills, licenses (including endorsements), certifications, or training **related** to the position for which you are applying, which are not reflected in Section 12.

14. Are you a veteran? ☐ Yes ☐ No Branch of Service: _____

EMPLOYMENT HISTORY

15. Please list each job separately including unpaid and volunteer work, starting with the most recent (Job No. 1). If additional space is needed, copy page 3 or attach additional pages; any additional information must be provided in the same format.

Job No. 1 If currently employed, may we contact your supervisor? ☐ Yes ☐ No

From: mo/yr	To: mo/yr	Employer Name	Job Title
Total time in position: Years ____ Months ____		Employer Address (number and street)	Supervisor Name
Average number of hours worked per week: ____		City State Zip	Supervisor Phone Number
Reason for leaving:			
Rate of Pay:		\$	<input type="checkbox"/> Per hour <input type="checkbox"/> Per week <input type="checkbox"/> Per Month <input type="checkbox"/> Per year
Duties:			

Job No. 2

From: mo/yr	To: mo/yr	Employer Name	Job Title
Total time in position: Years ____ Months ____		Employer Address (number and street)	Supervisor Name
Average number of hours worked per week: ____		City State Zip	Supervisor Phone Number
Reason for leaving:			
Rate of Pay:		\$	<input type="checkbox"/> Per hour <input type="checkbox"/> Per week <input type="checkbox"/> Per Month <input type="checkbox"/> Per year
Duties:			

Job No. 3

From: mo/yr	To: mo/yr	Employer Name	Job Title
Total time in position: Years ____ Months ____		Employer Address (number and street)	Supervisor Name
Average number of hours worked per week: ____		City State Zip	Supervisor Phone Number
Reason for leaving:			
Rate of Pay:		\$	<input type="checkbox"/> Per hour <input type="checkbox"/> Per week <input type="checkbox"/> Per Month <input type="checkbox"/> Per year
Duties:			

Job No. 4

From: mo/yr	To: mo/yr	Employer Name	Job Title
Total time in position: Years ____ Months ____		Employer Address (number and street)	Supervisor Name
Average number of hours worked per week: ____		City State Zip	Supervisor Phone Number
Reason for leaving:			
Rate of Pay:		\$	<input type="checkbox"/> Per hour <input type="checkbox"/> Per week <input type="checkbox"/> Per Month <input type="checkbox"/> Per year
Duties:			

Job No. 5

From: mo/yr	To: mo/yr	Employer Name	Job Title
Total time in position: Years ____ Months ____		Employer Address (number and street)	Supervisor Name
Average number of hours worked per week: ____		City State Zip	Supervisor Phone Number
Reason for leaving:			
Rate of Pay:		\$	<input type="checkbox"/> Per hour <input type="checkbox"/> Per week <input type="checkbox"/> Per Month <input type="checkbox"/> Per year
Duties:			

16. Expected Salary: _____

REFERRAL SOURCE

17. Please tell us how you learned about this position by placing a checkmark next to one of the following selections:

- | | |
|--|--|
| <input type="checkbox"/> Lebanon Express | <input type="checkbox"/> Friend/Relative |
| <input type="checkbox"/> Mid-Valley Sunday | <input type="checkbox"/> State Employment Office |
| <input type="checkbox"/> Oregonian | <input type="checkbox"/> Professional Journal (please specify) _____ |
| <input type="checkbox"/> Register Guard | |
| <input type="checkbox"/> Statesman Journal | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Internet | |

DECLARATION

18. I hereby declare that the information provided by me in this application is true and complete, and I understand that falsification of this information is grounds for refusal to hire or, if I have been hired, for termination. In consideration for my employment with the City of Lebanon, I agree to conform to the rules and regulations as set forth in the City of Lebanon's Policies and Procedures/Employee Handbook and acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or be added to by the City at any time, at the City's sole option and without any prior notice to me. I understand that no representative of the City has any authority to enter into any agreement for employment for any specified period of time or to assure any benefits or terms and conditions of employment other than those set forth in the City of Lebanon's Policies and Procedures/Employee Handbook, either prior to commencement of employment or after I become employed. I consent to a physical examination, which may include a drug test, either prior to commencement of employment or after I become employed, as deemed necessary by the City. Further, I consent to any *reference checks, and understand that such reference checks may include criminal history, credit history, and driving record information. I understand that if hired, I will be required to provide documentation verifying my lawful right to work in the United States.

* Please identify any states in which you have resided over the past twenty (20) years:

Applicant's Signature

Date

FOR CITY OF LEBANON USE ONLY

As per City Ordinance No. 2303, CCH completed by _____, on _____.

Local ☐ DMV ☐ CCH ☐

PLEASE REVIEW AND SIGN THE ATTACHED "APPLICANT AUTHORIZATION FOR RELEASE OF INFORMATION." INCOMPLETE OR UNSIGNED APPLICATION MATERIALS WILL NOT BE ACCEPTED.

CITY OF LEBANON

APPLICANT AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize my past employers to release information to the City of Lebanon regarding my employment. This release of information covers my employment record in general, including information on the following topics:

1. Dates of employment;
2. Position(s) held;
3. The quality and quantity of my work;
4. My attendance habits (excluding workers' compensation, pregnancy, disability and protected absences);
5. My relationship with co-workers and supervisors;
6. My attitude toward work (cooperative? positive? etc.);
7. Reason for leaving and eligibility for rehire;
8. Strong and weak points;
9. Whether I have had outbursts of temper, threatened, provoked fights with or assaulted others, engaged in hostile or violent behavior, have a criminal record or any traits that would present security or safety issues for others;
10. Other relevant information regarding my performance, skills, ability, suitability for employment sought, etc.

I agree that all former employers who provide such information are indemnified and released from liability arising from such disclosures. I also understand that if I do not sign this Authorization for Release of Information, my application will be rejected.

Applicant's Name (please print or type)

Applicant's Signature

Date

PLEASE RETURN COMPLETED APPLICATION MATERIALS TO:

**City of Lebanon
925 Main Street
LEBANON, OR 97355**

PLEASE KEEP A COPY OF ALL APPLICATION MATERIALS FOR YOUR RECORDS.

City of Lebanon

Affirmative Action Statistical Supplement

As an employer, the City of Lebanon is required to collect, record, and compile personnel affirmative action data. This information is confidential and will be retained in Human Resources separate from your application for employment. Supplying this information is voluntary; failure to provide this information will not adversely affect consideration for employment. It is the City's policy to consider applicants on an equal basis for all positions without regard to sex, age, race, color, religion, national origin, marital or veteran status, sexual orientation, disability or other protected status or activities in accordance with law.

Name (please print or type)	Birth Date
Position Applying For	JOB Number
Sex: _____ Male _____ Female	U.S. Citizen: _____ Yes _____ No

Check one of the following:

- _____ **American Indian or Alaskan Native** – A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
- _____ **Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- _____ **Black or African American** – A person having origins in any of the Black racial groups of Africa.
- _____ **Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- _____ **White** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- _____ **Hispanic or Latino (All races)** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

If you checked Hispanic, please check one of the following Ethnic Groups:

- _____ **Hispanic or Latino (White race only)** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of the White race.
- _____ **Hispanic or Latino (all other races)** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of any race other than White.